



Capital Planning Committee

Capital Plan for FY2022 (July 1, 2021 – June 30, 2022)
5-Year Plan for FY2022 – FY2026

Date: Thursday, October 7, 2021
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr,
Ida Cody,
Kate Loosian,
Phyllis Marshall,
Chris Moore,
Sandy Pooler,
Jon Wallach,
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: Kate Leary,
Phyllis Marshall,
Michael Mason.

Meeting Opened: Mr. Yontar called the meeting to order at 5:06pm.

Approval of Minutes: The minutes from the September 9, 2021 and September 30, 2021 meeting were reviewed and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Absent,
Kate Loosian: Yes,
Phyllis Marshall: Absent,
Michael Mason: Absent,
Chris Moore: Yes
Sandy Pooler: Yes,
Jon Wallach: Yes,

Timur Kaya Yontar: Yes.

Administrative Tasks: Mr. Yontar went through a summary of the reports that will be covered at upcoming meetings, and asked Committee members to indicate which reports will be ready for discussion at future meetings, which include Arlington Public Schools and Planning/Community Development and the Redevelopment Board. He also noted that the Fire Department report (which had been on the agenda for this evening's meeting) would be discussed at a future meeting instead. The next meeting will also include an update from Ms. Leary about Recreation topics.

Ms. Wayman also reminded Committee members about the state ethics training that Committee members must complete.

Review of Capital Requests

Police Department: Mr. Yontar presented the capital requests from the Police Department. The following items generated discussion:

- Automatic External Defibrillators (#24): Committee members did not have a problem with the item, but there was a discussion about placeholders in the plan, and whether they should be used to help the Committee and/or individual departments remember upcoming expenditures that are outside the current five-year plan. The Committee agreed that smaller scale and recurring expenditures like this should be removed from the plan and tracked by individual departments, while it may make sense to keep larger projects in the plan even if expenditures are beyond the current planning horizon, as a reminder to all stakeholders.
- Boiler Replacement (#25) and Cooling Tower (#27): Mr. Yontar presented both of these requests, which were not included in the recent renovation of the community safety building, along with the reasoning behind moving up #25 and delaying #27. Committee members asked whether there should be any coordination between these items and whether a heat pump might be possible to provide both functions, as well as being ready for a net zero conversion in the future. Mr. Pooler raised questions about these two projects (along with the Elevator Modernization) and asked that the need for this work should be confirmed with the Facilities Department prior to proceeding. Since Facilities Director Greg Walters is going to be presenting to the Committee in the near future, Mr. Pooler will ask him to address these items during that presentation.
- Elevator Modernization (#28): Similar to items #25 and #27, Mr. Walters will be asked to provide an update on the need for this item during his presentation to the Committee.
- Vehicle Replacement Program (#32): Mr. Yontar indicated that this request was being increased based on the discussions with staff from the Police Department, since the original request does not seem to provide enough funding to keep up with the suggested replacement cycle. This generated a significant discussion amongst Committee members as to whether the Police Department truly needs the number of vehicles that it currently has, and whether the fleet size and composition has been benchmarked against other communities of a similar size and number of calls

for service. This is particularly important given the overall context of policing expenditures. There was also a request for the Police Department to provide maintenance records to show the cost of maintenance under the current extended replacement cycle. Based on this discussion, Mr. Yontar said that he would seek additional information from the Police Department and report back to the Committee.

There is one sweep that is possible for the Police Department:

- \$19.93 from the Service Weapons program.

Facilities: Ms. Loosian and Ms. Cody presented the capital request from the Facilities Department, which is to fund ongoing Town Hall renovations. Based on the discussion with Mr. Walters, there is going to be a building envelope project coming up for Town Hall, which is likely to cost several million dollars. Some of this work could be funded from the Community Preservation Act, since the building is historic, but it is not clear how much funding is possible from that source. The first step will be some window replacements (including replacing a window that fell out recently), which will be expensive in part due to hazardous materials remediation. The Committee discussed whether there should be a placeholder for this project in future years of the plan, but there seems to be too much uncertainty at this point to start to put a dollar figure to the costs. Ms. Loosian will try to gather additional information about the cost of this project and report back to the Committee. Committee members were generally in support of the current \$75,000/year request.

There is one sweep that is possible for the Facilities Department:

- \$30,400.00 from the Dallin Library roof replacement.

Library: Ms. Loosian and Ms. Cody presented the capital requests from the Library. The following items generated discussion:

- Energy Management System (#45): The Committee asked that the Subcommittee check with the Facilities Department to ensure that this equipment would be compatible with standardized townwide HVAC controls.
- Fox Library Building Project (#46): The Committee discussed the escalation in the cost of this project, which seems to be more than the 4% indicated in the notes; the Subcommittee members indicated that they will get more information on this specific number.
- Robbins Library Renovation (#48): Mr. Yontar asked about the list of potential short-term improvements listed in the notes, which don't have a priority or a cost estimate. Ms. Loosian indicated that these are more immediate needs that should be addressed even if the renovation project is delayed. There was also discussion of how these improvements might relate to the larger renovation/addition project, and whether doing the shorter-term improvements will somehow further delay the larger project. Based on the discussion, it did not seem like this shorter-term work would conflict with any eventual plan for a more significant renovation/expansion.

Following the specific discussion of individual requests, there was a general discussion about setting strategic priorities between expenditures on the Fox and Robbins libraries, and whether it is feasible for one or both of these projects to move forward in any reasonable planning horizon, given the significant costs involved and the other pressures on the plan. The Subcommittee members also noted that the Library Director is completing a strategic planning process to figure out overall needs for the libraries, which could inform these decisions. Mr. Pooler suggested that both projects be removed from the plan pending further overall town discussions about priorities for library improvements, and that any specific shorter-term improvements for the Robbins Library be considered for funding through the normal plan process. The Committee seemed to be generally in agreement on removing the major building construction projects from the plan at this time, although there was also a level of discomfort about making such an impactful (and politically sensitive) decision unilaterally. Following the discussion, the Committee agreed to hold on voting on items #46 and #48 pending additional discussions with the Town Manager and the Library Director about relative prioritization of these projects, along with longer-term funding options.

No sweeps were recommended for the Library.

Motion to Conditionally Approve Requests: The Committee voted to conditionally approve the five requests from the Police Department that were determined to be OK to move forward without further information (#24, #26, #29, #30, and #31), the request from the Facilities Department (#34), and the non-building construction requests from the Library (#45 and #47), by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Absent,
Kate Loosian (made motion to approve): Yes,
Phyllis Marshall: Absent,
Michael Mason: Absent,
Chris Moore: Yes,
Sandy Pooler: Yes,
Jon Wallach (seconded motion to approve): Yes,
Timur Kaya Yontar: Yes.

New Business: None.

Meeting Adjournment: The meeting adjourned at 7:02pm, based on the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Absent,
Kate Loosian (seconded motion to approve): Yes,
Phyllis Marshall: Absent,
Michael Mason: Absent,

Chris Moore: Yes,
Sandy Pooler (made motion to approve): Yes,
Jon Wallach: Absent,
Timur Kaya Yontar: Yes.